

Operational Policy: Occupational Health and Safety/ Work Health and Safety Policies	
Title: COVID-19 VACCINATION policy	
Version: 1.0	Review:

1.0 Policy Statement

COVID-19 can have devastating outcomes on all members of the community and certain groups are more vulnerable: the immunosuppressed, the elderly and people with disability. The volunteers and clients of Solve-TAD are well represented in the latter two categories.

Solve-TAD embraces vaccination as an important tool for maintaining the health and wellbeing of both its workforce and the wider community and is committed to providing a workplace free of recognised hazards. Solve-TAD requires its employees, directors, volunteers, contractors, and visitors to be fully vaccinated against COVID-19 unless they have been granted a medical exemption. Clients are not part of this mandatory vaccination requirement, but this may hinder the type of service we are able to provide in some circumstances.

This policy will be included as part of the employment agreement between Solve-TAD and any of its employees.

For the purposes of this policy, fully vaccinated means a person has had at least two doses of an approved vaccine for the benefit of individuals and the community.

2.0 Purpose

Employers have a duty of care under Work Health and Safety laws to ensure, as far as is reasonably practicable, minimisation of the risk of exposure to COVID-19 in the workplace.

This Policy supports recommendations within the following guidelines:

- Australian Technical Advisory Group on Immunisation, [Australian Immunisation Handbook](#).
- National Health and Medical Research Council in collaboration with the Australian Commission on Safety and Quality in Health Care, [Australian Guidelines for the Prevention and Control of Infection in Healthcare 2019](#)
- Fair Work Australia COVID-19 vaccinations: workplace rights and obligations
- Relevant State and territory health agencies' public health orders requiring some workers to be vaccinated, for example: employees considered to be working in high-risk workplaces.

3.0 Definitions:

Approved Vaccine means a vaccine approved by the Therapeutic Goods Administration of the Commonwealth for use as a vaccine against COVID-19 and which has been administered on the advice of an accredited health practitioner (including health practitioners at any authorised COVID-19 vaccination centre).



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Clients means clients of Solve-TAD and their informal and formal supports.

Contractors means contractors of Solve-TAD who enter its premises in Abbotsford or Northmead.

Directors means directors of Solve-TAD.

Employees means employees of Solve-TAD.

Solve-TAD means Solve-TAD Limited (ABN 98 645 874 479).

Visitors means people who enter Solve-TAD's premises in Abbotsford or Northmead other than clients, contractors, directors, employees, and volunteers.

Volunteers means registered volunteers of Solve-TAD.

4.0 Policy Requirements:

Solve-TAD recognises the importance of a significant level of the population being vaccinated against COVID-19 and to that end requires all employees, directors, volunteers, contractors, and visitors to be fully vaccinated.

As of 8 November 2021, all employees, directors, volunteers, contractors, and visitors to Solve-TAD offices will be required to be fully vaccinated, unless they have been granted an exemption by Solve-TAD in accordance with this policy or have a medical exemption.

Employees

All employees will be required to provide evidence of being fully vaccinated.

Volunteers and Directors

All directors and volunteers will be required to provide evidence of being fully vaccinated. An exception to this is if they are volunteering remotely with no face-to-face interactions with clients, employees, directors, volunteers, contractors, or visitors.

Clients

It will not be mandatory for clients to be fully vaccinated. However, they will be asked about their vaccination status. If they are not willing to provide this evidence or are unvaccinated (and do not have a medical exemption) this may hinder Solve-TAD's ability to provide a service in some instances.

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Visitor and Contractors

Visitors to Solve-TAD offices and contractors engaged by Solve-TAD will be required to provide evidence of being fully vaccinated.

Evidence of Vaccination

Evidence of vaccination can be accessed through several platforms including myGov, Service NSW, Service Victoria, vaccination provider (including a medical practitioner) or the Australian Immunisation Register. This evidence can be in paper or electronic form.

For compliance with privacy legislation evidence will be sighted but not collected or held on file. Solve-TAD will record on its databases that the evidence has been sighted and by whom.

Exemptions

Solve-TAD recognises that not all employees, directors and volunteers will be able to receive an approved vaccine, including those with medical conditions for which there is a Recognised Contraindication to receiving any of the COVID-19 vaccines.

Any employees or volunteers who have a medical contraindication are required to provide a medical certificate in an approved format issued by a duly qualified medical practitioner with a current and valid registration and must clearly identify the medical condition and specify that the Worker's medical condition gives rise to a Recognised Contraindication in respect of all Approved Vaccines. Solve-TAD reserves the right to contact the issuing medical practitioner to verify the authenticity of any such medical certificates.

Solve-TAD and the employee should consider whether there are any other options available instead of vaccination. This could include alternative work arrangements. To ensure the health and safety of employees at Solve-TAD, individuals granted an exemption may be subject to conditions or restrictions related to their job, access and/or safety requirements (e.g., mask wearing, working from home).

Any employee, director, volunteer, or contractor who is unable to become fully vaccinated for any other reason, including by reason of a sincerely held religious belief, religious practice, or religious observance, must contact Solve-TAD. Requests for an exemption will be considered by Solve-TAD on a case-by-case basis. A written response will be provided to the employee/volunteer after reasonable consideration is given.

Employees may be granted a period of leave (annual leave or LWOP) to consider options and have an approved vaccine prior to the deadline. If an employee who is not vaccinated is not able to perform the duties of their role without vaccination, their employment may be terminated.

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Breach of policy

Employees, Directors, Volunteers, and Contractors

After all considerations are given, if an employee, director, volunteer, or contractor declines to be vaccinated Solve-TAD will consider whether disciplinary action is reasonable. This will depend on the circumstances and could be a written warning or termination of employment or volunteering if their role cannot be performed remotely.

Visitors

Visitors will not be allowed on-site or to attend off-site clinics, meetings, etc. if they do not provide the required evidence.

Responsibilities:

It is the responsibility of Solve-TAD Management to:

- Maintain the safety of all workers
- Ensure all workers are familiar with this policy and procedures
- Ensure all workers are reasonably supported in obtaining a vaccination
- Review individual cases of non-compliance on a case-by-case basis to develop strategies to continue service delivery

It is the responsibility of the worker to:

- Understand their rights and responsibilities in maintaining the safety of themselves and others
- Comply with the directions regarding approved vaccination outlined above

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Related Documents/Information:

Australian Government Department of Health
 Public Health (COVID-19 Additional Restrictions for Delta Outbreak) Order (No 2) 2021 (NSW)
 (Delta Outbreak Orders)

Directions issued by Victoria’s Chief Officer

NSW Government
 Department of Health and Human Services (Victoria)
 Fair Work Ombudsman

Related Legislation:

Occupational Health & Safety Act 2004
 Occupational Health and Safety Regulations 2007
 The Work Health and Safety Act 2011

<i>Update History</i>	<i>Actions</i>
<i>Date Nov 2021</i>	<i>Created by Jenny Stephen, Manager Volunteers and Workforce</i>